Department of Environmental Quality

Internships, Volunteers, Minorities/Females
AND
Summer Student Program

Human Resource Office

DESCRIPTION

The Department of Environmental Quality (DEQ) has initiated an Internship, Volunteer, Minorities/Females and Summer Student Program. The Program's objective is to provide professional level work experience for college students, and was established as one of the key initiatives in the Department's commitment to expand and enhance equal opportunity efforts. The Program will expose talented potential employees to DEQ's mission and programs, allow DEQ to complete specific projects, and provide an opportunity to attract qualified minorities and Females for DEQ employment. The Program's provide the student with real work experience that will enable them to compete more effectively for DEQ full-time employment; a chance for the students to use their talents in a realistic environment; and for earning course credit hours where applicable. Volunteer and Internship assignments are available throughout the year. Employment for the Summer Program runs from May to September and is a paid assignment. Request for Summer Student[1] or Interest Survey[2] forms are distributed to all division and regions to determine which divisions and regions can provide professional level projects for a student. There is a competitive recruitment and selection phase which consists of screening applications and matching students to appropriate divisions that submitted challenging professional level projects. During this phase, the potential supervisor and prospective summer/volunteer/intern can meet to discuss the projects. The volunteer/internship assignment may be paid or unpaid. However, compensation will depend on whether the division or region can provide pay.

ELIGIBILITY

Students enrolled as undergraduate juniors, seniors, or those in a graduate program in an accredited institution are encouraged to apply. Students participating in these Programs must exhibit a genuine interest in learning about the agency as well as gaining practical work experience.

PROCEDURE

Students are required to:

- Complete and submit a state application DHRM form 10-012 – Please visit the website indicated in the next bullet to complete an application online. The application will need to be printed and sent to the agency. Applications for these positions are not submitted online.
- https://jobs.agencies.virginia.gov/applicants/jsp/shared/Welcome_css.jsp - Click on Create Application
- As Applicable - Enclose a letter of certification verifying an internship assignment is required from the college coordinator/sponsor to earn credit
- If the student is selected for the Paid Internship or Summer Program, the student must complete new hire paperwork for employment

Divisions/Regions are required to:

- Submit an Request for Intern/Summer Student Worker Form to HR
- Provide the college or university with any performance reviews or other information required pertaining to the student's assignment and progress if earning credits

HR Action:

- Offer letter is generated by HR regarding the specifics of employment.

Disclaimer: Participation in the Programs is not a guarantee of full-time employment. DEQ will not pay for educational cost expenses in relationship to these programs.

DEPARTMENT OF ENVIRONMENTAL QUALITY
REQUEST FOR INTERN/SUMMER STUDENT WORKER

Role Title: _____ **Role Code:** _____

Working Title: _____ **Pay Band:** _____

Number of Positions Requested: _____ **Total Hours Requested Per Position:** _____

Region/Division: _____ **Media:** _____

Supervisor of Position: _____ **Hourly Rate Requested:** _____

Requested Dates of Employment: _____

Funding:

Program	Sub-Program	Element	Project	Cost	Fund	Activity	Percent	OTL Project	Task

Description of Job Duties:

Description of Required KSAs:

Justification:

Do you already have a candidate in mind? _____

If yes, please indicate the applicant's name, their major, and their class year: _____
_____
_____

What agency resources will be necessary for this position? _____
_____

SIGNATURES/APPROVAL

_____
Requested By   **Division/Regional Director**

_____
Human Resources   **Finance**